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General Graves B. Erskine, USMC Retired
Assistant to the Secretary (Special Operations)
Office of the Secretary of Defense
Washington 25, D. C.

Dear General Erskine:

Plans have been formulated to hold the cornerstone laying ceremony for the new Central Intelligence Agency building on 3 November 1959 at 1130 hours. The President of the United States, other distinguished guests, and the general public are being invited. Between 3,000 and 5,000 people are expected to attend and it has been determined that a shuttle transportation service is required to facilitate the orderly movement of guests between the ceremony site and a parking area in the vicinity.

To assist this Agency in providing the shuttle service, it is requested that 15 buses (37 passenger) with drivers be provided by the Department of Defense. The buses will be required at the new building site from 0930 hours to 1300 hours.

Your assistance during this occasion will be greatly appreciated.

Yours truly,

[redacted] STATINTL

James A. Garrison
Director of Logistics

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